



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC 20330-1000

Office Of The Under Secretary

13 September 1999

MEMORANDUM FOR SEE DISTRIBUTION

FROM: SAF/IAD

SUBJECT: Foreign Disclosure Advisory 38 - Guidance on Implementation of Cooperative Program Personnel Requirements

The purpose of this advisory is to define and provide interim implementation guidance regarding Cooperative Program Personnel (CPP) requirements. Air Force implementation is consistent with program requirements of DoD Directive 5230.20, Visits, Assignments, and Exchanges of Foreign Nationals. This guidance is effective immediately and will be included in the upcoming revision to AFI 16-201.

Prior to August 1998, all extended foreign visitors, excluding Engineer and Scientist Exchange Program (ESEP) personnel, were defined as foreign liaison officers (FLOs). Air Force defined FLOs as a foreign individual certified by his or her parent government embassy that he or she is an officially sponsored representative of that government who is not authorized to act for or in any way represent US Government interests. This definition did not clearly categorize extended foreign visitors involved in cooperative research and development activities. The Army and Navy shared this problem.

To resolve the issue, the DoD working group which revised the directive defined another category of extended visitor specifically involved in cooperative research and development programs--CPP. By regulation, CPP are defined as foreign government personnel, assigned to a bi-lateral or multinational program office that is hosted by a USAF Component pursuant to the terms of a Cooperative Program International Agreement, who report to and take direction from a DoD-appointed Program Manager (or Program Manager equivalent) for the purpose of carrying out the multinational project or program.

Although development of program documentation for cooperative programs is largely the responsibility of the international armaments community, you should be aware of the requirements for placement of CPP. Your involvement in the planning stages should help the organization prepare for placement of CPP during the critical development stages of the cooperative program initiative by ensuring the delegation of disclosure authority (DDL) and position description are consistent with the DoD policy.

The following are regulatory requirements which should be included in the program documentation:

a. Conditions will be included in the Cooperative Program International Agreement that identifies administrative support, liability, obligations and responsibilities of each party.

Currently, we are participating in an effort to develop standard conditions which all Services and DoD Agencies will use. We will forward the conditions for your information under separate cover. All parties to the cooperative project must accept the conditions as part of the formal agreement. This requirement should help us enforce conditions of placement since the CPP's government has entered into an agreement with the USAF vice conditions that were levied upon individuals. The conditions may be part of an annex to the agreement or concluded as an implementing agreement depending upon whether the program is new or is already in place. Questions regarding the best way to implement the conditions can be directed to SAF/IAQ.

b. A position description is required for all CPP. The position description should contain as a minimum, the title of the position, the position location, qualification and skills required, description in sufficient detail of the duties and responsibilities being assigned to the CPP and security clearance level required. Guidance for preparing a position description is at attachment 1. Duties and responsibilities documented in the position description shall meet the following requirements:

(1) CPP shall be assigned duties and responsibilities commensurate with the scope of a specific Cooperative Program International Agreement.

(2) CPP shall not act in the dual capacity as an official or employee in the multinational project office and as a liaison officer for their government while assigned to a DoD Component.

(3) CPP shall not serve as conduits between the DoD and their government for requests and transmissions of classified and controlled unclassified information. Any such transmissions shall be carried out in accordance with the Program Security Instruction.

(4) CPP shall not be assigned to command or other positions that would require them to exercise responsibilities that are reserved by law or regulation to an officer or employee of the U.S. Government. They shall not, for example, perform responsibilities of a contracting officer, component duty officer, classified document custodian or security officer, escort for foreign nationals, or perform other official acts as a representative of the DoD component. Although CPP may perform as work group leaders managing workflow and efforts of U.S. personnel, they may not act as supervisors of U.S. personnel.

(5) CPP will not have uncontrolled access to restricted areas.

(6) CPP will not have access to Restricted or Formerly Restricted Data.

(7) CPP will not have access to information systems security information.

(8) CPP will not have access to classified or controlled unclassified information provided by a non-participating government, or international organization, unless access is approved in writing by the originating government or organization.

(9) CPP will not have access to compartmented information unless specifically approved by a separate government-to-government agreement.

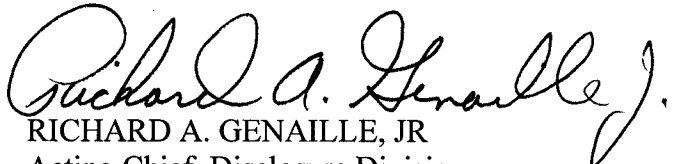
(10) Information bearing a special handling notice that restricts access must be authorized by the originator.

(11) CPP shall not have personal custody of classified or controlled unclassified information. They may have access to such information, authorized by a designated disclosure officer, during normal duty hours at the place of assignment when access is necessary to perform their assigned duties.

(12) They may not have unsupervised access to classified libraries or operations centers, or to document catalogues, unless the information therein is releasable to the public.

The preceding requirements formally establish the CPP position(s). An extended visit authorization (EVA) is required for the placement of an individual(s) into the position(s). The EVA's requirement for a position description and DDL should be satisfied by these documents included in the program documentation. The only remaining documentation to be developed for the EVA should be the security plan. Sample guidance for preparation of security plans is at attachment 2. The EVA requirements of AFI 16-201, paragraph 5.4 apply.

Questions regarding CPP may be addressed to Ms Suzanne Szadai at DSN 425-8809. For information on specific international agreements, please contact Ms Charline Gormly at DSN 425-8908. As always, we solicit your ideas on this topic or for other disclosure advisories.


RICHARD A. GENAILLE, JR
Acting Chief, Disclosure Division
Deputy Under Secretary
International Affairs

Attachments:

1. Guidance for Preparing Position Descriptions
2. Guidance for Preparing Security Plans

DISTRIBUTION:

See Attached List

**INSTRUCTIONS FOR CREATING POSITION DESCRIPTIONS FOR
PLACEMENT OF ENGINEER AND SCIENTIST EXCHANGE OFFICERS,
FOREIGN LIAISON OFFICERS AND COOPERATIVE PROGRAM PERSONNEL
WITHIN AIR FORCE ORGANIZATIONS***

(Heading identifying the exchange officer, cooperative program name or
foreign military sale program associated with the foreign representative)

1. POSITION LOCATION: Identify the organizational address of the organization where the foreign representative will perform his/her duties.

2. POSITION TITLE: Identify the title that describes the position that the foreign representative will perform duties as.

3. DESCRIPTION OF DUTIES, SKILLS AND RESPONSIBILITIES: This section identifies the types of activities that the individual will be expected to perform as well as how that activity will be used. This development process may require several revisions to ensure the duties are sufficiently described. This description is important for three reasons. First, it will be used as the foundation upon which the delegation of disclosure authority letter (DDL) will be built or to verify that an existing DDL will support the position. Second, it ensures that both USAF and the foreign government agree to the duties to be performed by the foreign representative. Third, it helps the contact officer educate other USAF personnel working with the foreign representative understand the specific assigned duties of the foreign representative.

The following examples are provided to demonstrate the type of detail that the creator of the position description needs to provide in order to help facilitate the establishment of a long-term visitor position within the organization. They are grouped into UNSATISFACTORY and SATISFACTORY examples of descriptions of duties:

a.. UNSATISFACTORY - Records and reports test results.

SATISFACTORY - Knowledge of the terminology used with a variety of diagnostic and treatment procedures provided general medical patients to record and report medical information such as x-ray and test results.

b. UNSATISFACTORY - Knowledge of engineering concepts to perform military research

SATISFACTORY- Knowledge of materials science to research, develop and apply static and dynamic material properties measurement tests to energetic materials and simulants.

c. UNSATISFACTORY - Individual will use standard laboratory techniques.

SATISFACTORY - Individual will adapt and apply standard laboratory techniques for the assessment of material properties. Test techniques to be used will include Split Hopkinson Pressure Bar Tests, Tensile Tests, and Fracture Toughness Tests for both high explosives and simulants.

**Position descriptions supporting Defense Personnel Exchange Program positions should be developed IAW AFI 16-107*

d. UNSATISFACTORY - Individual will review and evaluate engineering designs.

SATISFACTORY - Individual will review engineering drawings for the proposed demonstrator using knowledge of mechanical engineering principles and evaluate the proposed design against XYZ program requirements.

e. UNSATISFACTORY - Specific duties will include, but not be limited to, the collection of samples, chemical analysis, data reduction and groundwater treatment process evaluation. (The phrase *but not limited to* indicates there are other duties, if so they should be identified.)

f. SATISFACTORY - Develop concept of operations and packaging concept for Tactical and Special Mission ground stations. Includes deployability requirements, physical and functional layouts, data link requirements and procedure development issues.

4. QUALIFICATIONS REQUIRED FOR POSITION: Qualifications are training, education or other accomplishments that prepare an individual to carry out specific work or responsibilities. For example, the ability to use good English oral and written skills and certain types of computer software. Unique qualifications may also be desired by the organization. If so, identify the type of qualification and whether a specific amount of time performing the activity is required to be considered qualified. For example, 3 years performing duties as a research engineer.

5. U.S. CONTACT OFFICER: This is the name, organizational address and telephone number of the USAF official designated in writing to oversee and control all contacts, requests for information, consultations, access, and other activities of the foreign national who will be assigned to or placed in the USAF organization. Previously, this U.S. person was referred to as the "supervisor" for all extended visitors including those assigned under formal exchange programs. The term "contact officer" is now being used to be consistent with DoD terminology. In all cases of Defense Personnel Exchange Positions, the U.S. host supervisor may be the contact officer (within Air Force this has traditionally been the rule).

6. SECURITY CLEARANCE LEVEL REQUIRED: **Unclassified, Confidential, Secret or Top Secret (identify one).** Information will not be released to the participant based on the required security clearance. Only designated disclosure officers using the appropriate DDL are authorized to approve releases of classified or controlled unclassified military information to the participant. This is the level of security clearance required for access to U.S. classified military information necessary to perform assigned duties and responsibilities. The decision regarding what U.S. classified military information will be available to the foreign representative will be documented in the delegation of disclosure authority letter (DDL). Once the position has been established, the foreign government will be required to provide a security assurance to USAF that it has granted its representative a security clearance commensurate with the access required. By submitting the extended visit request, the foreign government provides the security assurance and identifies the level of clearance it has granted its participant. The bold statement above is a required statement in the position description.